Annexure - 1

Guidelines for collection, storage and transportation of Crime Scene Biological samples

For Investigating Officers

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Index:

1. Introduction:

The goal of crime scene investigation is to identify, document and collect physical and biological evidences at the scene of crime and must be done with great care and a thoughtful approach, since the case under investigation has to be put in the court. Solving the crime will depend on piecing together the evidences to form a picture of what happened at the crime scene. Crime scene investigation includes securing of crime scene, photography, proper search of crime scene, systematic documentation of the crime scene along with the suitable collection, packaging, preservation and transport of all the evidences encountered at a specific crime scene. In the majority of cases, investigating officer who protects and searches a crime scene plays a critical role in determining whether physical evidence will be used in solving or prosecuting crimes.

Following are the guidelines for investigating officers for processing a crime scene:

2. Securing the crime scene:

- In order to protect and prevent unwanted access to crime scene by the people with curiosity or malicious intentions, a perimeter must be established by police line tape.
- In order to prevent contamination of the scene or any other evidence, the officer must prevent anyone from entering into the crime scene.
- The investigating officer needs to wear gloves and protective clothing to reduce the possibility of contaminating the evidence themselves.
- Control the flow of personnel and animals entering and leaving the scene to maintain integrity of the scene.
- Maintain the privacy and confidentiality of scene of crime. Do not allow the media and press personnel.
- An investigator must be neat and tidy at the scene, as a mess made by an investigator in the crime scene may be mistaken for evidence by another investigator.
- The investigator ensures that the integrity of the crime scene is maintained.

3. Preliminary Survey:

- Do an overall survey of the crime scene
- Evaluate and establish a path of entry / exit to the scene to be utilized by authorized personnel.
- Evaluate initial scene boundaries.
- Conduct scene "walk-through" and initial documentation. □ Identify and protect fragile and / or perishable evidences.
- Prepare preliminary documentation of the scene as observed.
- Ensure that all evidences that may be compromised are immediately documented, photographed and collected.
- Identify the origin of the incidence and reconstruct the sequence of events. The sequence of events should not contradict with the statement of witnesses.

4. **Contamination control:**

Contamination control and preventing cross contamination at scene of crime is essential to maintain the safety of personnel and the integrity of evidence.

- Limit scene access to people directly involved in scene processing.
- Strictly follow established entry / exit routes at the scene.
- Use personnel protective equipments to prevent contamination of personnel and to minimize scene contamination.
- Disposable device should be used for the collection of biological evidence materials.

5. **Documentation:**

- The investigating officer shall maintain documentation as a permanent record.
- Review preliminary survey of scene of crime to determine what kind of documentation is needed (e.g. photography, video, sketch, measurements, notes).
- The notes and reports should be done in a chronological order and should include **no opinions, no analysis or no conclusions** but just facts.
- A general description of the scene of crime should be given just as the investigating officer sees it when he/she does the preliminary survey.

6. **Sketching of scene of crime:**

- The crime scene sketch should generally be rough sketch, however in cases of heinous crime sketches must be to scale also, distances should be measured accurately and nothing of important should be left out of the sketch map.
- The exact position of one or two permanent fixture should be provided which will be helpful in ascertaining its distance to the major articles, exhibits, marks such as blood stains, track marks of vehicles etc.
- The compass point must be indicated and the north point should be obtained by means of a compass.
- The title, case reference, date, time, name and signature of investigation officer should be mentioned in the corner of the sketch.
- There are three basic types of crime scene sketching:
  - i Baseline Method
  - ii Triangulation Method
  - iii Co-ordinate Method

7. **Photography of crime scene:**
   - Photography should be used as part of the documentation for all physical crime scenes.
   - The photographs should include dead body (if present) to show locations, injuries and condition.
   - Each piece of evidence should be photographed to illustrate where it was found to establish relationship of evidences to the victim.
   - Photographs of evidences should be taken from straight above eliminating potential distance distortions.
   - Blood pattern should be photographed along with the scale from different angles.
   - Identify the type of weapon of offence from blood stain pattern on scene of crime.
   - There are three types of photography which should be done at the scene of crime:
     i The orientation (long- range)
     ii The relationship (medium- range)
     iii The identification (close- up & close- up with scale).

8. **Methods for searching crime scenes:**

 The investigating officer must adopt an orderly process to access the crime scene so that any material evidence is not left out. Any one of the following crime scene search pattern may be adopted as per need:

i. **Line or Strip Method:** Walk a path from one end of the crime scene to the other side of the room/area and then return in the direction from where you first started. Useful for large and outdoor scenes **(Figure 1)**.

ii. **Grid method:** Best for large crime scenes such as fields. It is basically a double line search where searcher moves from one end of the area to the other.

iii. **Wheel or Ray method:** Best for small and circular crime scenes. The searchers gather at the centre and proceed outward along radii.

iv. **Spiral method:** It is best used where there are no physical barriers (outdoor scenes). The searcher examines the area for evidences in an ever widening circle, from the position of centre or core of crime scene and then moves in an outward direction.

v. **Zone method:** Most effective in houses of buildings. The area is divided into four quadrants / squares and then examined using previously described methods.

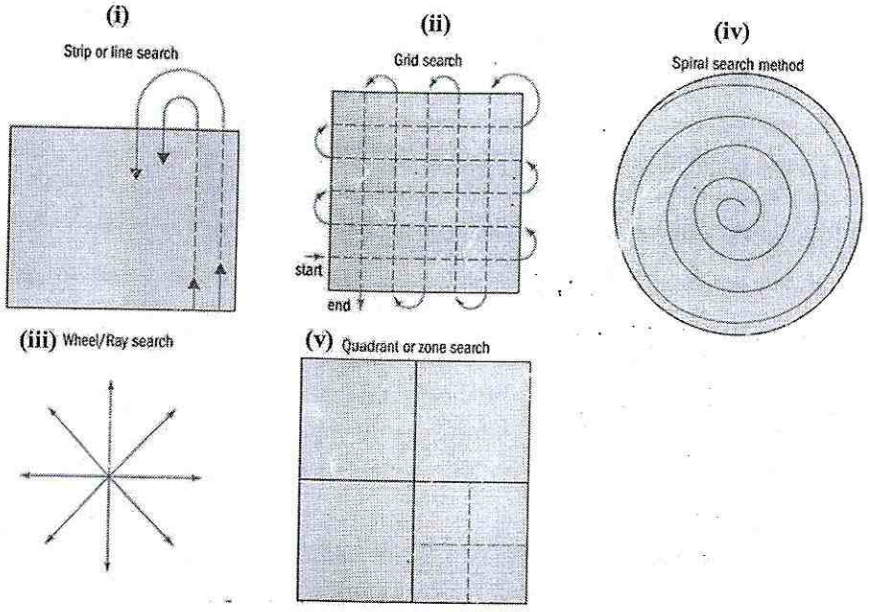


Figure 1: Crime scene search patterns

9. Preservation, packaging and forwarding of biological evidences:

- Identify and secure evidence in container at the crime scene.
- Avoid excessive handling of evidence after it is collected.
- Paper bags / paper sheets / paper envelopes may prevent the deterioration of a biological sample if not completely dry when packed.
- Never use any printed paper as the ink may contaminate the exhibits.
- Each article should be separately packed and labelled. Never pack more than one item together.
- Each exhibit should be labelled with FIR no. and date, under section, name of IO, police station, district, state and should be duly signed and sealed by the IO.
- The labels should be numbered consecutively and should bear the signature of forwarding officer.
- Labelling should be done on the cover instead of the evidences.
- All the packets belonging to one case should be enclosed in one box or an outer covering.
- Collect the hair samples with the help of tweezers to pick up the hair and place in small paper bags.
- The dried blood can be either scrapped on a paper or fingerprint tape / cello tap can be used to lift the said dried stains of the blood. This can also be collected by using surface swab / gauze / filter paper / FTA card moistened with distilled water.
- For wet stains use the above referred method by cotton swab and put in a paper bag after air drying the same.
- If the evidence is to be collected from a pool of blood then use dropper / syringes to lift the sample in EDTA (Ethylendiamine tetra acetic acid) vial and simultaneously lift on sterile tipped foam surface swabs.
- The case forwarding note for forensic examination of exhibits should include information as per the Performa enclosed.
- For health and safety concerns do not touch the biological evidence with the bare hands.
- **NOTE:** Under no circumstances wet or moist items should remain in plastic or paper containers more than two hours. The articles must be air dried before packaging them finally. Do not dry stain material by heating or placing the article in bright sun light.

Fast Technology for Analysis (FTA) : What is it?

GE Healthcare's Whatman® FTA™ is a device that allows for sample collection, room temperature storage, shipping and processing of DNA for analysis.



Advantages
- Simple collection
- Convenient room temperature storage and transport
- Safe Handling

GE Healthcare's Whatman FTA cards format

FTA Cards & Indicating FTA

EasiCollect

Blood Sample Collection Kit

Kit Contents
- FTA Micro Card with printed barcode
- Peelable barcodes (match printed barcode on FTA card), × 2
- Return mailing envelope
- Multi-barrier pouch
- Nitrile gloves – 1 pair, size Large
- Tamper evident tape to add to pouch or shipping container
- Alcohol wipe
- Disposable lancet
- Band aid
- Desiccant packet

The above components are assembled inside a nylon pouch

Buccal Sample Collection Kit

Kit Contents
- Indicating FTA Micro Card with printed barcode, × 1
- Peelable barcodes, × 2
- Sterile Foam Tipped Applicator, ×1
- Return mailing envelop
- Multi-barrier pouch,
- Nitrile gloves – 1 pair, size Large
- Tamper evident tape to add to pouch or shipping container
- Desiccant

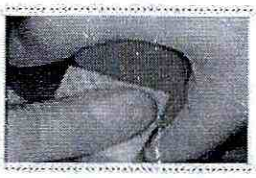
The above components are assembled inside a nylon pouch, 9 inches × 12 inches

- Alcohol wipe

Instructions for Blood Collection using Whatman FTA Blood Collection kit

Place the contents of the package out on a clean and dry table or other surface.

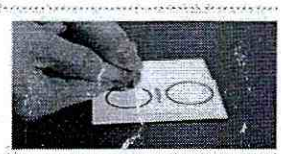
Wear gloves and unfold protective flap of FTA to expose the printed circle.



Use the alcohol wipe to clean the finger properly.

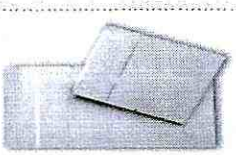
Firmly hold the end of the lancet on the part of the finger that was cleaned with the alcohol wipe and press the trigger to prick the finger.

Press the finger to deposit a drop in the printed circle without touching the card.

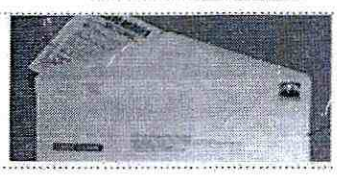


Do not oversaturate, as DNA cannot be recovered from an FTA card that is saturated with too much blood.

Allow card to dry fully for 1-2 hours at room temperature. Close the protective cover of the FTA card and insert the card with desiccant packet into the Multi Barrier Pouch.



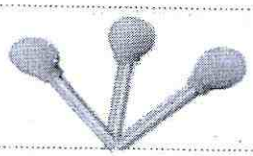
Insert the Multi-barrier pouch into the mailing envelope.



Instructions for Buccal Cell Collection using Whatman FTA Buccal Collection kit

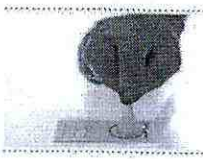
Place the Indicating FTA Card and other components on a clean, dry, flat surface.

Remove one Sterile Foam Tipped Applicator.



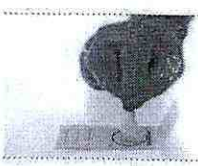
Holding the plastic handle of the applicator, place the foam applicator in the mouth.

Soak up as much saliva as possible by running the foam applicator on the inside cheek for 30 secs. Repeat the process with the opposite side of the applicator.



Carefully lift the paper cover of the Indicating FTA Card to expose the pink sample area.

Apply pressure, rock the foam applicator from side to side three times.



Turn the applicator over and repeat with the other side within the same circle.

The sample area will turn white indicating the transfer of sample.

Position the card for drying by supporting the sample area with the paper cover as shown the figure. Allow the card to completely dry at room temperature.

After the Indicating FTA Card is dry, place the Card with a Desiccant Packet into the Multi-Barrier Pouch.

Procedure for collection and preservation of biological evidences by IOs

Sample	Condition	Location	Methods of collection, preservation & packaging	Transportation	Precautions
Blood	Liquid form	Crime scene	Collect in EDTA tube using syringe or dropper Or Transfer on gauze piece / FTA card. Air dry it and keep in paper packet / envelope	Must be submitted in the laboratory within 24 hours after collection. Liquid blood samples must be kept in thermos flask or thermocol box stuffed with ice/coolant pack	Use disposable syringe to collect blood into EDTA tube.
	Fresh / Wet clot	Crime scene	Collect clot in sterile tube and add equal volume of normal saline / PBS (PBS is preferred for DNA evidence samples) Or Transfer on gauze piece / FTA card. Air dry it and keep in paper packet / envelope with desiccant.		
	Wet / damp	Crime scene, clothing, fabrics, Victim's clothing, suspect's clothing etc.	Thoroughly air dry at room temperature. Roll it in clean in paper or brown paper. Pack in paper bag / envelope or cotton bag. Separate the cloth of victim / deceased and accused.	Must be submitted in the laboratory without any delay	Handle fabrics / clothes as little as possible. Never use direct sunlight, hot air blower, heater to dry the stains. Never try to pack.
	Wet	Object	Thoroughly air dry at room temperature. Collect the item as it is. Pack in paper bag / envelope , cardboard / shipping boxes, depending upon the size of object. Use standard		The objects dry or wet in air tight container or polythene bags. Always document the stain pattern . by sketching, photography or videography

			packaging material for packing of evidences.		before removing them.
Dried blood stain, Semen stain, Vomit, Sputum and other body fluid stains	Crust / stain /Spatters	Crime scene, or Unmovable surface, floor, concrete wall etc.	Moistened the dry blood stain for 510 minutes with PBS / distilled water. Cellect the moistened stain with foam tipped swab / FTA card / gauze piece and air dry the swab. Pack this dried swab in paper envelope.	Must be submitted in the laboratory without any delay	Never mix blood scrapings. Collect scraps of different spots in separate packets/envelopes. Never make swab of stains at different place by single cloth. Collect swabs of different spots
	Stain	Weapon/firearm/bullet Small objects such as household utensils, stones, bricks etc.	Allow the stains to dry. Collect the item directly. Pack and seal in card board / shipping box. Seal with evidence tape.	Must be submitted in the laboratory without any delay	
	Stain	Vehicle upholstery, carpet, wallpaper, wood etc.	Cut out the stained area. Allow it to dry in shade. Package each cutting separately. Also collect an unstained cutting as a control from adjacent area.	Must be submitted in the laboratory without any delay	Separately dry in shade and pack in separate packets/envelopes. Never use direct sunlight or hot air, blower, heater to dry the swabs. Never forward loaded firearms. Pack bullets/ pallets with sufficient padding to avoid rattling. Air dry the swab thoroughly and pack, preferably paper envelop or in sterile glass vial.

Semen	Liquid form	Object, crime scene	Collect the sample with sterile gauze piece / cotton swab / surface swab. Air dry the swab and pack in paper envelope.	Must be submitted in the laboratory without any delay	
Tissue / organs / foetal remains	Wet / semi dry	Mutilated remains at crime scene or place of recovery	Tissue / organs in a clean plastic container recommended. Immediately store parcel under freezing conditions without any preservative for DNA analysis. For toxicology / drug test, use saline as preservative.	Must be submitted in the laboratory within 24 hours after collection. While transporting the exhibits Containers must be kept in thermocol box with dry ice / coolant pack and vaccine carrier.	Never add any preservatives like formalin. Samples must be packed separately. Store the packed sample in freezer if there is any delay in transportation and submission to laboratory.
Bones / teeth	Wet / semi dry / dry	Crime scene or place of recovery	Clean and wash the bones and teeth to remove any debris. Allow it to dry completely in air. Role / pack in brown paper, envelope and seal in cotton cloth / card board boxes etc. Even the removed debris from the bones and teeth should be collected.	Must be submitted in the laboratory without any delay	Never add any preservatives like formalin. Send intact bones. The order of preference for sending intact bones should be (i) Femur (ii) Tibia (iii) Humerus (iv) Teeth (molar) (v) Ribs. Completely burned bones are not useful for DNA analysis.
Hair with root	Dry or wet with blood, semen, saliva	Crime scene, weapon, clothing	Collect the sample with help of tweezers / forceps in white paper / butter paper and pack in paper envelope. If found attached in dry blood, weapon etc. do not remove	Must be submitted in the laboratory without any delay	If wet, allow the hairs to dry in shade. Never wash the recovered hairs.
			the hair rather entire substrate should be packed intact. If the object is small, mark and wrap the object with clean brown paper and pack the object in cotton cloth. Collect reference samples from victim and		

			suspects. 50-100 hairs should be collected and forwarded.		

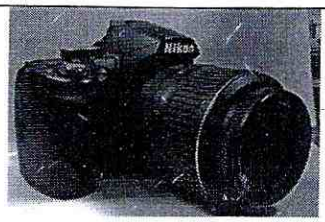
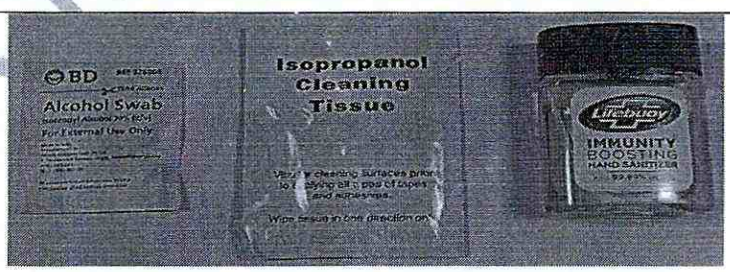
While collecting the blood sample, the confirmation of blood is also important which can be done at the crime scene by using Hydrogen Peroxide, as it help in reducing the collection of unwanted samples.

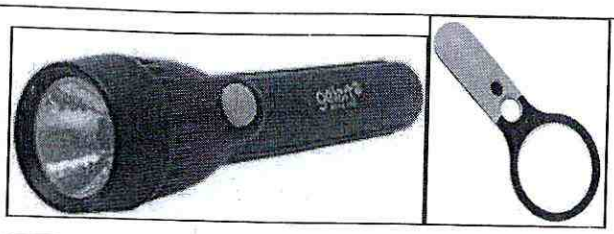
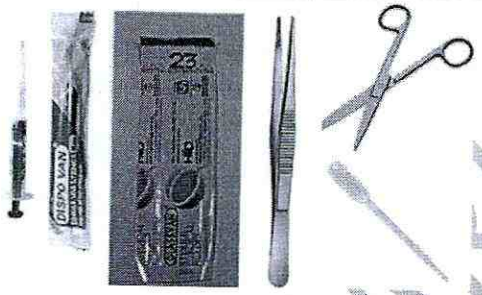
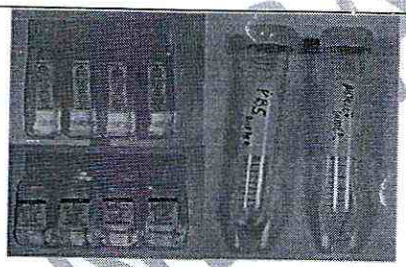
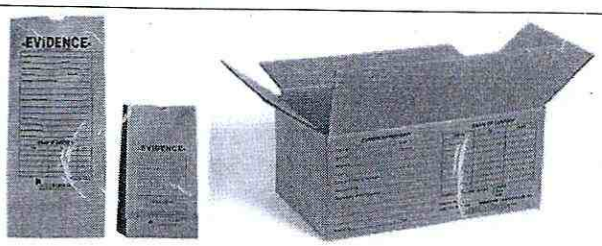
10. Maintaining the chain of custody:

- Chain of custody is a process used to maintain and document the chronological history of the evidence.
- A "chain of custody" document should be maintained which should include name or initials of the individual collecting the evidence, each person or entity subsequently having custody of it, dated the items were collected or transferred, agency and case number, victim's or suspect's name and the brief description of the item.

11. Crime scene investigation kit:

Following are the major components of crime scene investigation kit used for biological evidences:

High resolution digital camera	
Disposable Gown, Cap, Shoe, Gloves, Mask, Goggles, hand-towels. Biohazard polythene bag for biological waste.	
Sterile gauze, Filter paper and Desiccant.	
Alcohol swabs and tissue, hand sanitizer	
Evidence marking letter, alphabets and direction indicators	

Hand torch and magnifier lens	
Surgical blades, forceps, scissor, dropper and syringe	
Sterile water, saline and phosphate buffer	
EDTA vials and FTA cards	
Surface swabs, Cotton swabs and plastic container	
Evidence collecting envelopes and cardboards	

INSTRUCTIONS FOR USING CRIME SCENE INVESTIGATION KIT

- CLEAN AND SANITIZE YOUR HANDS BEFORE TOUCHING THE KIT
- WEAR BARRIER CLOTHINGS SUCH AS GLOVES, MASK, GOWN, SHOES, CAP
- TRY TO AVOID SNEEZE AND COUGH ON EVIDENCE ITEMS
- USE UV LIGHTER TO SPOT AND IDENTIFY BODY FLUIDS
- ONLY USE SWABS / FTA CARD / GAUZE PIECE TO COLLECT SEMI DRY / LIQUID BODY FLUIDS
- DRY / OLD STAIN SHOULD BE MOISTIONED WITH PBS BUFFER AND LEFT FOR 5 MIN
- COLLECT THE STAIN WITH THE HELP OF FTA CARD OR TIPPED FOAM SURFACE SWAB
- AIR DRY THE STAIN BEFORE PACKAGING REFER PROCEDURE FOR COLLECTION OF BIOLOGICAL EVIDENCES

Requirements for a case to be submitted in DNA Division, CFSL, Chandigarh

All documents should be in English or Hindi

1. Letter from **SSP** addressed to **Director, Central Forensic Science Laboratory, Sector 36-A, Chandigarh** showed following description.
   - Brief history of case (5-10 lines).
   - Details of each parcel along with impression of seals and number of seals affixed on the parcels.
   - Type of examination required.
2. **Enclosures with SSP letter.**
   - Copy of FIR in English or Hindi.
   - Vernacular report
   - MLR/PMR of victim issued by the doctor.
   - MLR of accused issued by the doctor.
   - Autopsy submission form (if applicable).
   - Clearly visible and attested sample seals on piece of cloth corresponding to each parcel.
   - Blood authentication forms of victim and accused(s) along with attested photograph duly filled by doctor (provided by CFSL, Chandigarh).
   - Sexual assault form duly filled by doctor (provided by CFSL, Chandigarh) along with attested photograph.
   - Evidence submission form duly filled by SSP (provided by CFSL, Chandigarh).
   - Chain of Custody form duly filled by investigating officer (provided by CFSL, Chandigarh).
   - Aborted Foetus Identification Sheet duly filled by doctor (in case of Criminal paternity).
   - Copy of Road Certificate.

3. **Evidence sample of victim**

   - For DNA examination, evidence samples such as vaginal swabs, slide of vaginal smear, undergarments along with reference blood samples of victim in EDTA vial/ Gauze / FTA card.

4. **Evidence sample of accused**
   - Blood samples of accused(s) in EDTA vials/ Gauze/ FTA card and other swabs such as penile swab if taken by doctor during medical examination.

CAUTION:

- All liquid blood of victims and accused should be in EDTA vials with details and signed by doctor on each EDTA vial. Separate packaging also required.
- Only liquid blood in EDTA vials should be transported in a dry ice storage box for maintaining the temperature at least 4 °C till submission in the laboratory.
- Aborted foetus should preserve and stored in cold condition without addition of any chemical preservative.
- Bone sample should dry and clean, no chemical preservative is required for storage.

Note:

The partial case is not acceptable for DNA examination because CFSL, Chandigarh does not have DNA Data base facility for crime evidence, unidentified dead bodies except militant cases. The standard reference blood samples of both accused and victim are required in sexual assault cases. In Paternity/Criminal Paternity case, standard reference blood samples of both alleged parents are required.

CFSL/CHD/FM/106/01.09.2010/I

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CENTRAL FORENSIC SCIENCE LABORATORY
DNA Unit,
Ministry of Home Affairs, Govt. of India,
CFIs Complex, Dakshin Marg Sector 36-A, Chandigarh – 160036

EVIDENCE SUBMISSION FORM

Government/Law Enforcement Agency Submitting the case

This form MUST be completed before processing can begin on this case

Case Information **Date:**

FIR_____**U/S**_____**P.S**_____

Full Address of Submitting Agency:

Telephone # **Fax #**

Delivering Officer_____ Designation:_____ P.S._____

Phone No._____ Email Address:_____

Signature

Type Of Case

Disputed Paternity/Disputed Maternity/ Criminal Paternity / Sexual Assault/ Homicide/Human identification ☐

☐ ☐ ☐ ☐ ☐

Examination Required	Brief Description of Items Submitted	Brief Case History (Attach extra sheet if required)	Seal Impression (s)	No. Of Seals

Information to be provided in sexual assault cases

Please Answer these Questions For Requested Laboratory Services **(Serology/DNA Analysis)**

Who was bleeding? Suspect ☐ Victim ☐

Has victim had sexual relations within 3 days?

Did perpetrator use a condom?

Did ejaculation occur outside the body?

How much time elapsed between the sexual assault and medical examination?

Statement of Authorization

I authorize CFSL, Chandigarh to perform DNA analysis on the specimens submitted regarding the aforementioned case.

Name: Signature:

CFSL/CHD/FM/106/01.09.2010/II

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CENTRAL FORENSIC SCIENCE LABORATORY

DNA Unit,

Ministry of Home Affairs, Govt. of India, CFIs Complex, Dakshin Marg, Sector 36-A,

Chandigarh – 160036.

BLOOD SAMPLE AUTHENTICATION FORM

(To be completed by the Authorized Medical officer collecting the samples, identity of person from whom blood sample is being collected)

Attested Photograph by Medical officer

Name of person: _____ Father's/Guardian/Husband name: _____

Gender: Male [ ] Female [ ] Age _____ Caste/ Origin of State: _____

Address: _____ PIN _____

FIR/Crime Case No: _____

Collection Center Name _____

Sample Collected By _____ Sample Collection Date _____

Collection Center Address _____

Storage conditions used _____

Name of the person	Date &Time	Signature Collecting the blood sample
Name of Investigating Officer/ Representative	Date &Time	Signature
Name of Witness	Date &Time	Signature
Name of Witness	Date &Time	Signature

Imp: A person from the opposite party in Paternity disputes and Sexual assault cases.

Chain of Custody

Blood samples sealed and released by: _____ Blood samples released to: _____

Mode of release: Hand delivery [ ] or Mail [ ] Date sent to CFSL, Chandigarh: _____

For Office use only

SUBJECT'S STATEMENT OF VOLUNTARY CONSENT & RELEASE

I _____ Son/Daughter/Wife/Guardian of Kumar/Master _____ hereby certify that the information provided above is true and accurate. I willingly consent to the collection of the blood sample from myself for the purpose of DNA analysis.

_____ _____

Signature/thumb impression of the donor Date &Time

CFSL File No: _____ Sample received on: _____

Laboratory Reference No: _____ Examined By: _____

Laboratory Exhibit Code No: _____

Signature of Authorized Medical Officer

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CENTRAL FORENSIC SCIENCE LABORATORY
DNA Unit,
Ministry of Home Affairs, Govt. of India,
CFIs Complex, Dakshin Marg, Sector 36-A, Chandigarh – 160036

CHAIN OF CUSTODY
(FOR INVESTIGATING OFFICERS)

REFERRING INVESTING AGENCY: _____

FIR/DDR/CRIME CASE #: _____

NAME OF THE INVESTIGATING OFFICER: _____ DESIGNATION _____

PARCEL #	# OF SEALS	SEAL IMPRESSION	DESCRIPTION OF ARTICLES (Indicate place, time and date of collection and the name of the Investigating Officer collecting /receiving the exhibits)

PARCELS/ EXHIBITS	TIME & DATE	EVIDENCE RECEIVED FROM (Name & Signature)	EVIDENCE RECEIVED BY

Signature of Investigating Officer

CFSL/CHD/FM/106/01.09.2010/VI

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CENTRAL FORENSIC SCIENCE LABORATORY
DNA Unit,
Ministry of Home Affairs, Govt. of India,
CFIs Complex, Dakshin Marg, Sector 36-A, Chandigarh – 160036

AUTOPSY SPECIMEN (S) SUBMISSION FORM
(To be completed by the Authorized Medical Officer who conducted the Postmortem)

1. Identity of person from whom samples are being collected:

Name: _____ Religion/Caste _____.

Date of Death _____ Hospital Patient # (If any) _____.

2. Cause of Death _____

3. Has the individual received a blood transfusion or bone marrow transplant in the last three months?

4. Legal Contact: _____ Phone_____.

5. Specimen Collection:

Collection Centre Name: _____.

Collection Centre Address: _____.

Sample Collected by: _____. Sample collection date: _____.

6. Description of Samples Collected:

Sample	Storage conditions	Other remarks

Specimen Disposal: (Please check either option 1 or 2 or 3)
Note: If the disposal or return of the sample is not authorized, a Specimen(s) may be destroyed of in 1 year.

7. Chain of Custody

Specimen(s) sealed and released by _____.

Specimen(s) released to: _____.

Mode of release: Hand delivery_____. Mail_____.

Date sent to CFSL, Chandigarh_____

Authorized Medical Officer Signature: _____**Date**_____

CFSL/CHD/FM/106/01.09.2010/III ***CONFIDENTIAL***

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SEXUAL ASSAULT VICTIM INFORMATION FORM
(To be completed by the Authorized Medical Officer who conducted the Medical examination)

Attested Photograph by Medical Officer

1. Victim Name: _____ MLR/PMR Number _____

Address _____ Age _____ Sex _____

Date & Time of assault _____ District & State of Incident: _____

Date of Examination: _____

Number of Assailants _____ Age _____ Sex _____

Sexual Assault Examiner: _____

Hospital Name: _____ Hospital Telephone No.: _____

2. **DETAILS OF ASSAULT**: (e.g., oral, rectal, vaginal penetration/contact: perpetrator penetration of victim with fingers or with foreign object; oral contact by perpetrator; oral contact by victim; ejaculation, if known by victim, other injuries).

_____

_____

3. **Pregnancy test to determine pre-existing pregnancy only.** **Yes/ No/Don't know** _____

4. **PRIOR TO EVIDENCE COLLECTION, VICTIM HAS:**

1. Bathed / Urinated /Defecated /Vomited/Had Food or Drink/ /Brushed Teeth or Used Mouthwash _____ None of the above _____
2. Whether Clothes changed: **Yes/ No/Don't know** _____

4. For "Rape Drug" Test Blood and/or Urine Sample taken: **Yes/ No/Don't know** _____

5. **AT TIME OF ASSAULT WAS:**

1. Contraceptives / Spermicide / Lubricant/ Condom present /used? **Yes/ No/Don't know** _____
2. Victim menstruating? **Yes/ No/Don't know** _____

6. **AT TIME OF EXAM WAS: Victim menstruating.** **Yes/ No/Don't know** _____

7. **RECENT CONSENSUAL COITUS:**

Has Victim had consensual coitus within last 5 days? **Yes/ No/Don't know** _____

If yes, was birth control used? **Yes/ No/Don't know** _____

What method of birth control was used? _____

Over leaf

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Brief Description of Evidence Submitted (One item per line.)

Parcel No.	No. of Seals	Description

Chain of Custody

Parcel Description	Evidence received From	Evidence delivered To	Date	Comments

Examinations Requested

9. Person authorizing release of information is (check one): Victim_____ Victim's parent _____Victim's guardian _____ Other (Specify) _____

If reporting anonymously, I have been informed that all evidence, including my clothing will be disposed of, if I do not report the crime within 3 months after the medical examination.

Signature: Date:
VICTIM/PARENT/GUARDIAN SIGNATURE Place:

Signature with stamp date:
Sexual Assault Officer place:

ABORTUS (Aborted Foetus) IDENTIFICATION SHEET (DNA PATERNITY TESTING)

To be completed by the Authorized Medical Officer who conducted the Medical/Post- mortem Examination

1. Identity of person from whom abortus sample is being collected

Name of person: _____

Address: _____

Whether the individual is juvenile or deceased? _____

2. Specimen Collection (See instructions)

Hospital Name: _____ Hospital Telephone No.: _____

Medical Examiner _____ Date _____

3. Type of Specimen(s) Collected (Please specify the portion of Abortus)
i ii. iii.

4. Weeks Gestation _____ Storage conditions used _____

5. Chain of Custody

Specimen sealed and released by: _____

Specimen released to: _____

Mode of release: Hand delivery _____ Mail _____

Date sent to CFSL, Chandigarh:

Signature of Authority Medical officer

ABORTUS SPECIMEN COLLECTION INSTRUCTIONS

Abortus collection	**Wear gloves while collecting samples** **Tissue from an abortus shall be selected by the physician and approximately 2 cm^2 portion must be placed into a sterile plastic tube.** **Print the mother's name and the date of collection on the label.** **Physician should put his/her initials on the label.**
Mother's sample	**A blood sample needs to be collected and the appropriate form completed (DNA Paternity Test/Chain of custody form).**
Storage	**Do not preserve the tissue in formalin.** **Freeze the tissue and transport it on ice.** **Blood sample should be collected in sterile EDTA tubes. Do not freeze the blood sample.**
Forms	**Complete the forms, documenting all the required information.** **Sign the form where indicated to verify collecting the biological samples.**
Packing	**Package each sample separately and affix with a tamper proof seal.**